



The Superior Court of California  
County Of San Diego

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JOB ANNOUNCEMENT

**COURT OPERATIONS CLERK I**

Examination No. 06-003

- SALARY RANGE:** \$14.00 - \$17.02 hourly; \$1,120.00 - \$1,361.60 bi-weekly  
Depending on qualifications, candidates exceeding the minimum requirements may be approved for placement at a higher hourly rate within this range. Additional premium available for bilingual skills.
- FILING DEADLINE:** Open until further notice. See Series Statement on reverse.
- LOCATION:** San Diego Superior Court is seeking qualified candidates to fill current and future vacancies. Superior Court locations include the Central Division in San Diego, Eastern Division in El Cajon, Northern Division in Vista, and Southern Division in Chula Vista.
- JOB SUMMARY:** This is the entry-level classification in the Superior Court legal clerical series. Typical duties include preparing, reviewing and processing court documents and forms; establishing and maintaining case files; utilizing automated case management tracking and filing systems; computing and collecting proper fines and fees; explaining procedural information; and providing courteous service to Court staff and the public.
- REQUIREMENTS:** One year of full-time office clerical experience which included providing customer service in person or via the telephone. Successful completion of an accredited paralegal program or an Associates degree in business or a related field may substitute for one year of experience. **See Typing Certificate requirement and Certificate Notes on reverse. On-line typing test certificates will not be accepted.**
- EVALUATION AND SELECTION FACTORS:** Factors which may be evaluated in the selection process include knowledge of modern office practices; filing/indexing rules and applications; and basic arithmetic. Skill and ability to codify and index official documents; read and understand legal documents; review documents for accuracy; use computer terminals; use and maintain complex filing systems; maintain confidentiality; communicate clearly and effectively both orally and in writing; and establish and maintain effective working relationships with court personnel and the general public.
- SELECTION PROCESS:** Applicants meeting the requirements will be scheduled to take a multiple-choice examination that will evaluate Basic Arithmetic, Checking and Comparing, English Usage, Filing and Alphabetizing, Office and Customer Service Skills, and Reading Comprehension. Test dates will be scheduled on an as needed basis. Successful applicants will be placed on the eligible list for up to six months.
- HOW TO APPLY:** Applicants must complete and submit a Superior Court employment application, background investigation form, pre-employment disclosure statement and original typing certificate. Application materials are available at San Diego Superior Court Personnel, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; or by calling (619) 531-4000. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attention: Personnel, P. O. Box 122724, San Diego, CA 92112-2724; or through County mail to Mail Stop C-44.

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## GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Personnel of special needs in advance of the examination.

**Personnel Office:** The Superior Court Personnel Office is located at the Hall of Justice, 330 West Broadway, Room 251, in Downtown San Diego.

**Hours of Operation:** The Personnel Office is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

**Mailing Address:** San Diego Superior Court, Attn: Personnel, P.O. Box 122724, San Diego, CA 92112-2724. The County Mail Stop is C-44.

**Phone Numbers:** The business office phone number is (619) 531-4053. The recorded telephone number to request an application is (619) 531-4000. The 24-hour job line is (619) 531-3390. The fax number is (619) 531-3386.

**Website:** Job opportunities are listed on the Superior Court website at: [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov) then click on the employment tab on the right side. The application form is available at this site in Adobe PDF format.

**Employment Applications:** Applications must be legible, complete and signed, and include any required certificates, forms, transcripts or Supplemental Application Forms.

**Application Filing Deadlines:** The Personnel Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

**Examination Numbers:** Applicants are limited to one application and may not reapply under the same examination number.

**Series Statement:** Applications are accepted on a continuous basis as determined by employment needs. Applicants may only take the examination once under the specific examination number. Applicants who are successful on the written examination will have their name placed on the Eligible List in score order regardless of test date.

**Application Information Change(s):** Applicants are responsible for submitting changes in their application information such as **address or phone number changes in writing**.

**Eligible Lists:** After successfully completing the entire examination process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

**Documentation:** Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

**Medical Examination:** Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

**Background Investigation:** Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

**Work History:** False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

**Starting Salary:** New employees usually start at the beginning step of the salary range.

**Vacation:** New employees accrue vacation at a rate of fifteen (15) days per year.

**Holidays:** The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

**Sick Leave:** On approval of excused absence, eligible employees may use accrued sick leave.

**Retirement:** Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security. This is a 3% @ 60 retirement program.

**Health Insurance:** Superior Court employees are provided a cafeteria-style flexible benefits plan, which offers health, dental and vision coverage.

**Life Insurance:** A group rate life insurance program is available.

**Additional Benefits:** Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

**Employee Status:** Employees in the Court Operations Clerk I classification serve a one-year probationary period and are governed by the San Diego Superior Court Personnel Rules.

SAN DIEGO SUPERIOR COURT  
ATTN.: Personnel Division  
POST OFFICE BOX 122724  
SAN DIEGO, CA 92112-2724

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**Certificate Requirements:** An ORIGINAL unaltered typing certificate (no photocopies) of at least 35 net WPM with a maximum of five (5) errors must be attached to the application, or presented at time of filing application. The certificate must state that the typing test was for at least five (5) minutes and in accordance with International Typing Contest Rules. The certificate must be no more than two (2) years old from the date of application submission. On-line typing test certificates will not be accepted. Attach a self-addressed stamped envelope for return of typing certificate.

**Certificate Notes:** Typing certificates may be obtained at the following Continuing Education Centers: West City Center (619-221-6973), Mid-City Center (619-388-4500), Mira Mesa (858-627-2553), Center City (619-388-4635), Vista Adult School (760-758-7122), Palomar College (760-744-1150) or the adult school or community college in your neighborhood.